

**STARS AT WAEYC  
841 CENTRAL AVE N STE 206  
KENT WA 98032-2014**

My STARS ID is:

My Password is:

\_\_\_\_\_

October 29, 2002

Dear STARS User:

The STARS Registry is now ready for you to use. Staff have been working hard to develop a system that will work for everyone. DCCEL and the STARS program at WAEYC thank you for your patience. The STARS Registry includes personal, educational and training information. Please note information recently sent to the STARS program at WAEYC may not yet be in the Registry. Your STARS Registry record is available online. A printed copy is also enclosed with a return envelope. Please review your record for completeness. You can make changes online OR by mail.

**1. Access/Update Your STARS Registry Record Online:**

- \* **TYPE** <https://www2.wa.gov/dshs/stars/>. The "STARS Registry" main page is displayed.
- \* **CLICK** the "Login" Button on the left side of the page. *The login page is displayed*
- \* **CLICK** the link under the login box that says "Don't have or forgot your password?" *The STARS ID entry page is displayed.*
- \* **ENTER** your STARS ID and click "Continue." *A page with a series of questions is displayed.*

Your STARS ID is:

- \* **ANSWER** the questions to obtain your password. Click "Continue."
- \* **YOUR PASSWORD** will be displayed onscreen.
- \* **CLICK** "My STARS Profile."
- \* **UPDATE** your record by clicking "Edit Record" in the upper-right corner of the screen, fill in the fields, and click "Save and Submit," at the bottom of the screen.

**- OR -**

**2. Make Changes To Your STARS Registry Record by Mail:**

- \* **CAREFULLY REVIEW** the Registry Record Sheet included with this mailing.
- \* **FOLLOW** the instructions.
- \* **MAIL IN** all changes *no later than* November 30, 2002. Use the reply envelope provided.

On the next pages you will be able to review a hardcopy of your Registry record.

**Thank you for reviewing your information. As we receive your changes we'll enter them into the system as quickly as possible. Please use your STARS training record as you continue your personal and professional development. We greatly appreciate your service, support and commitment to the children and families of Washington State.**

**QUESTIONS?** Contact STARS at WAEYC at 253.854.2565 ext. 17 or toll-free at 1.800.727.3107 ext. 17.